DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Pamphlet
No. 690-2

1 November 1988

Civilian Personnel
PREPARATION OF REQUESTS FOR PERSONNEL ACTION
STANDARD FORM 52

1. PURPOSE. This guide is designed to assist operating offices in preparing Standard Form 52 (SF-52), revised 4/87, Request for Personnel Action. Use of this guide will facilitate proper submission and subsequent timely action on the request.

2. GENERAL INFORMATION

a. The SF-52 is the official form prescribed for use throughout the Federal service to request that an official personnel action be taken on a civilian employee. It provides a uniform way for managers to request that action be taken by the Civilian Personnel Office (CPO) on positions and/or employees in their organization and to document the clearances and approvals required before those actions can be taken.

b. The SF-52 was revised in April 1987. Effective 1 October 88, only the 4/87 version of the form may be used. The form is available through normal publications distribution channels.

c. Each organization has established its own set of internal controls regarding who is responsible for preparing the SF-52 and where it must be routed within the organization (e.g., budget, manpower, etc.). This pamphlet will only cover those items that are required by the CPO for its processing purposes. **One copy of the SF-52 should reach the CPO with all required documentation.**

3. RECRUITMENT ACTIONS.

a. Requests to fill positions should be submitted as soon as it becomes known that a vacancy will occur and that spaces and funds will be available. It is not necessary to wait until an individual actually departs to begin recruiting for a replacement.

b. If the position to be filled is a new position or if the duties of an existing position need to be changed before recruitment, then DA Form 374WS, Job Description Worksheet for

*This pamphlet supersedes Pam 690-2, 8 Dec 76.

Supervisors, must be submitted with the SF-52. This worksheet describes the proposed duties and responsibilities of the new or changed position and is completed and signed by the supervisor.

c. If the position to be filled is temporary, a request to terminate the temporary appointment is submitted along with the recruitment request. This reduces administrative time for processing the termination of the action by having the request already on hand in the CPO.

4. DETAILS AND TEMPORARY PROMOTIONS.

a. Details are the temporary assignments of employees to other duties where no change in pay is involved. **Only details over 30 days in length require the submission of an SF-52** for inclusion in the employee's Official Personnel Folder. Details of 30 days or less do not require that an SF-52 be submitted, but supervisors should document such short-term details on their employee records.

b. Temporary promotions are promotions of employees with time limitations. The employee is actually promoted to the higher grade and receives the pay of the higher grade. **All requests for temporary promotions must be submitted on an SF-52**

c. Requests for temporary promotions are processed in the same manner as regular promotions and are effective at the beginning of biweekly pay periods. Requests for temporary promotions must be submitted far enough in advance to allow for all necessary clearances, approvals, and CPO processing. **Temporary promotions cannot be made retroactively**; therefore, advance planning is important.

d. Temporary promotions and details of an employee to a higher grade can be made without competition for a 120-day period; this 120-day period is cumulative in any 12-month period. **Requests to temporarily promote or detail an employee to a higher grade beyond this 120-day noncompetitive period should be requested as recruitment actions** in order for competitive promotion procedures to be applied.

e. A request to terminate the temporary promotion or detail must be submitted at the same time as the initial request to detail/temporarily promote.

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5. PROMOTION OF TRAINEES.

a. Some positions are reduced below their target grade and competitively filled by employees who undergo training to assume the full performance level of the position. These developmental positions usually have a training plan which includes a minimum training period for promotion to the full performance level. Completing the training period does not result in automatic promotion; the supervisor must also certify that the employee is performing at the higher level and must request the promotion. An SF-52 is used for these purposes.

b. Requests for promotions of trainees are effective at the beginning of the next biweekly pay period after all requirements have been met. Requests for promotions of trainees must be submitted far enough in advance to allow for all necessary clearances, approvals, and CPO processing. **Promotions of trainees cannot be made retroactively**; therefore, advance planning is important.

6. POSITION REVIEW. When the duties and responsibilities of a position have changed, or it is desired to make a change, an SF-52 should be submitted. A DA Form 374WS with a description of the changes, including any proposed addition or deletion of duties, should be attached.

7. DISCIPLINARY/ADVERSE ACTIONS.

a. Disciplinary/adverse actions include suspensions and removals for cause. Management officials considering taking these types of actions must contact the Management-Employee Relations Division of the CPO for advice on the amount and type of documentation required to support an action and the procedural steps necessary to take the action. An SF-52 will be required to formally affect the action.

b. For suspension actions, an SF-52 requesting return to duty must be submitted at the same time.

8. LEAVE WITHOUT PAY (LWOP) AND FURLOUGH.

a. An SF-52 is required to grant LWOP of 80 hours or more because of an on-the-job illness or injury.

b. An SF-52 is required to grant LWOP of over 30 calendar days for all other reasons. If the LWOP was originally for less than 30 calendar days but extends to over 30 days, an SF-52 is required.

c. An SF-52 is required to furlough an employee (e.g., involuntary placement into a non-pay status to meet budgetary or other limitations).

d. An SF-52 requesting return to duty must be submitted at the same time. If the LWOP was granted to a family member seeking employment at a new duty station and a resignation was submitted to be effective at the end of the LWOP, no request for return to duty is required.

9. SEPARATIONS

a. Employees who resign or retire should complete a Standard Form 52 whenever possible. Completion of the SF-52 will facilitate gathering the required information.

b. A termination SF-52 should be submitted along with each SF-52 for a temporary action (recruitment, promotion, detail, etc.) This SF-52 will be used to process the termination action when it occurs.

c. Employees separating to enter active military duty for an extended period should submit an SF-52 requesting Termination - Military.

d. Removals and other involuntary separations for cause such as discharge during the probationary period are considered to be disciplinary actions for the purpose of this guide.

POSITION ABOLISHMENTS

Requests to abolish a position should be submitted on an SF-52. If a new position is to be established in lieu of one that is abolished, the request will be to Abolish and Establish.

EXTENSIONS OF TEMPORARY ACTIONS.

Requests to extend temporary actions (appointments, promotions, and details) should be submitted on an SF-52. Extensions should be submitted far enough in advance to allow necessary approvals and clearances.

12. MISCELLANEOUS CHANGES.

Miscellaneous changes include Name Change, Change in Part-time Work Schedule, Change in the Number of Part-time Hours Worked, and other similar changes. An SF-52 is required.

3. SPECIAL INSTRUCTIONS FOR ACTIONS REQUESTED.

a. Recruit Vice:

Complete part A.

Complete part B, blocks 15-18, 22, 32, 36, 39-43.

(3) Enter any special conditions of employment in part D such as shift work, rotating shifts, percent of TDY travel, obligation of position to overseas returnee, etc. If work schedule is part-time, list days and hours of work schedule. Identify any special sources of recruitment desired which will assist in locating high quality candidates.

(4) If the action is for a military technician program position, enter the appropriate USAR membership requirement category (i.e., USAR Troop Program Unit (TPU) membership required, USAR Selected Reserve membership required, USAR TPU membership required - Male only, or USAR membership not required - Admin Support). Also list the selecting official's name, address and telephone number.

(5) If a determination has been made that relocation (PCS) expenses will **not** be paid, enter the statement "Relocation expenses will not be paid." in part D along with the specific conditions and factors (e.g., labor market, cost effectiveness) which were considered in making the determination not to pay relocation expenses. Budgetary constraints alone are not sufficient.

(6) Three copies of the current job description (DA Form 374) **must reach the Civilian Personnel Office** as attachments to the SF-52.

b. Abolish/Establish and Recruit:

Complete part A.

(2) Complete part B, blocks 7-10, 14-18, 22, 32, 36, 39-43.

(3) Follow the procedures and include the information outlined in paragraph 13a(3-5) above.

(4) Three copies of DA 374, Job Description (if one exists) or two copies of DA 374WS, Job Description Worksheet for Supervisors (if a job description does not already exist) must reach the Civilian Personnel Office as attachments to the SF-52.

c. Establish and Recruit:

Complete part A.

Complete part B, blocks 15-18, 22, 32, 36, 39-43.

(3) Follow the procedures and include the information outlined in paragraph 13a(3-5) above.

(4) Three copies of DA 374, Job Description (if one exists) or two copies of DA 374WS, Job Description Worksheet for Supervisors (if a job description does not already exist) must reach the Civilian Personnel Office as attachments to the SF-52.

d. Recruit Temporary NTE:

Complete part A.

Complete part B, blocks 15-18, 22, 32, 36, 39-43.

(3) Enter reasons why temporary action is required in part D. Enter any special conditions of employment such as shift work, rotating shifts, percent of TDY travel, etc. If work schedule is part time, list days and hours of work schedule. Identify any special sources of recruitment desired to be used which will assist in locating high quality candidates.

(4) If the action is for a military technician program position, enter the appropriate USAR membership requirement category (i.e., USAR Troop Program Unit (TPU) membership required, USAR Selected Reserve membership required, USAR TPU membership required - Male only, or USAR membership not required - Admin Support). Also list the selecting official's name, address and telephone number.

(5) Three copies of DA 374, Job Description (if one exists) or two copies of DA 374WS, Job Description Worksheet for Supervisors (if a job description does not already exist) must reach the Civilian Personnel Office as attachments to the SF-52.

Attach a completed SF-52 requesting termination

e. Recruit Temporary Vice: NTE:

Complete part A

Complete part B, blocks 15-18, 22, 32, 36, 39-43.

(3) Follow the procedures and include the information outlined in paragraph 13d(3-6) above.

f. Promotion of Trainee:

Complete part A.

(2) Complete part B, blocks 1-3, 7-10, 14-18, 22, 32 36, 39-43.

(3) In part D, enter the following statement: The employee is successfully performing the higher grade duties and responsibilities and is recommended for promotion.

(4) Attach three copies of the higher-graded job description.

g. Temporary Promotion NTE:

Complete part A.

(2) Complete part B, blocks 1-3, 7-10, 14-18, 22, 32 36, 39-43.

(3) In part D, indicate reasons why temporary action is required.

(4) Attach three copies of job description (if one exists) or two copies of DA 374WS (if no job description exists.)

Attach a completed SF-52 requesting termination.

h. Detail NTE

Complete part A.

(2) Complete part B, blocks 1-3, 7-10, 14-18, 22, 32, 36, 39-43.

Indicate in part D why a temporary action is required

(4) Attach three copies of the job description (if one exists) or three copies of a set of duties if the detail is not to an established job description.

Attach a completed SF-52 requesting termination.

i. Extension of Detail/Temporary Promotion/Temporary Appointment NTE:

Complete part A.

Complete part B, blocks 1-3, 5-18, 22, 32, 36 39-43

(3) Enter reasons why temporary action is still required in part D.

j. Abolish Position:

Complete part A.

(2) Complete part B, blocks -3 (if position is occupied), 7-10, 14, 39.

Enter reason for abolishment in part D

k. Change in Work Schedule:

Complete part A.

(2) Complete part B, blocks -3, 5-18, 22, 32, 36 39-43.

(3) Indicate in part D what the change is (e.g., from full-time to part-time). If work schedule is part-time, list the days and hours of work schedule.

l. Discharge During Probationary Period:

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 39.

(2) Attach supporting documentation required by MER Division.

m. Reassignment:

Complete part A.

(2) Complete part B, blocks 1-3, 7-10, 14-18, 22, 32, 36, 39-43.

(3) Attach three copies of job description (if one exists) or two copies of DA 374WS (if no job description exists)

n. Leave Without Pay (LWOP):

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 39.

Indicate in part D the reason for the LWOP

Attach a copy of the employee's request for LWOP

(5) Attach a completed SF-52 requesting return to duty except in cases of workers' compensation or illness/injury where the date of return to duty is unknown. If the LWOP is being granted to a family member seeking employment at a new duty station and the employee chooses to submit a resignation to be effective at the end of the LWOP, the completed SF-52 for resignation should be attached instead of a return to duty SF-52.

o. Leave With Pay:

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 36, 39.

Indicate in part D the reason for leave with pay

p. Return to Duty:

Complete part A.

(2) Complete part B, blocks 1-3, 15-18, 22, 32, 36 39-43.

(3) Enter the reason for the return to duty (e.g., from LWOP, from suspension, from furlough) in part D.

(4) If the return to duty is from LWOP for illness or injury, attach a doctor's statement releasing the employee to return to work.

q. Retirement/Resignation:

Complete part A

Complete part B, blocks 1-3, 7-10, 4, 39.

Have the employee complete and sign part E.

(4) If the supervisor knows of any other reasons or circumstances surrounding the retirement, they should be attached on a separate sheet.

Death:

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 39.

(3) In part D, indicate the date of death in month-day-year order, and enter the survivor's name and address..

(4) Attach a copy of the death certificate or enter a statement in part D that the death certificate will follow.

s. Suspension:

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 39.

(3) Indicate in part D the number of workdays the employee will be in a non-pay status.

(4) Attach supporting documentation required by MER Division.

Attach a completed SF-52 requesting return to duty.

t. Removal:

Complete part A.

Complete part B, blocks -3, 7-10, 14, 39.

(3) Attach supporting documentation required by MER Division

Change:

Complete part A.

(2) Complete part B, blocks 1-3, 15-18, 22, 32, 36, 39-43.

(3) In part D, indicate what the name changed from (e.g., name change from Doe, Sally J.), and the reason for the name change (e.g., certificate of marriage dated 09-30-88, court decree dated 10-13-88, etc.). Also include in part D a statement, signed by the employee, that the Social Security Administration has been notified of the name change and the date of notification. The employee's signature must match the name entered in part B, block 1 exactly.

(4) If the employee's address also changes, indicate the new address in part D and attach a completed FSH Form 1650, Address Change for Payroll.

v. Termination:

Complete part A.

Complete part B, blocks 1-3, 7-10, 14, 39.

(3) Indicate in part D the reason for termination (e.g. expiration of appointment, completion of project, etc.).

(4) If separation is to enter on extended active military duty (not active duty for training), attach a copy of the employee's military orders and a statement of understanding (appendix A).

w. Amend/Resurvey:

Complete part A.

(2) Complete part B, blocks 1-3, 7-10, 14-18, 22, 32 39-43.

(3) Attach two copies of DA Form 374WS indicating the changes requested.

15. LINE ITEM INSTRUCTIONS, SF-52 (rev 4/87):

a. Part A:

(1) Part A, Block 1 - Enter appropriate personnel/position action(s). Some of the more commonly used actions are:

Recruit Vice:[1]
Recruit - Temporary NTE[3]
Abolish/Establish and Recruit
Establish and Recruit
Recruit Vice:[1] NTE:[3]
Promotion of Trainee
Temporary Promotion NTE[3]
Detail NTE[3]
Extension of Detail NTE[3]
Extension of Temporary Promotion NTE[3]
Extension of Temporary Appointment NTE[3]
Abolish Position
Change in Work Schedule
Discharge During Probationary Period
Reassignment[2]
Leave Without Pay NTE:
Leave With Pay[4]
Return to Duty
Retirement[5]
Resignation
Death
Suspension[6]
Removal
Name Change
Termination
Amend Position[7]
Resurvey Position[8]

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[1] Include name of departing employee.

[2] Use when reassignment is being directed by management. If position is to be filled by selection, submit as a recruitment.

[3] Enter either specific not to exceed (NTE) date (e.g., 9-30-89) or number of days (e.g., 120 days).

[4] Used when employee is taking leave pending approval of a disability retirement.

[5] Indicate type of retirement requested: Optional, Disability, or Early.

[6] Indicate number of work days employee will be in a non-pay status.

[7] Use if minor changes to an encumbered position are required.

[8] Use to determine the impact of proposed changes to encumbered positions.

(2) Part A, Block 2 - Enter activity request/control number

(3) Part A, Block 3 - Enter name and telephone number of the individual who will be knowledgeable point of contact for personnel specialists. Normally this will be the supervisor or selecting official.

(4) Part A, Block 4 - Enter **proposed** date for requested action to be effective. Leave blank on recruit actions unless action cannot take place before a certain date (e.g., beginning of FY). Leave blank on disciplinary actions (removals, suspensions, etc.). Final date of all actions will be established after all approvals and clearances have been obtained.

(5) Part A, Block 5 - Enter name and title of requesting official and date signed. The requesting official (normally the supervisor or selecting official) is established by organization policy, and he/she signs in this block.

(6) Part A, Block 6 - Enter name and title of approving official to include pen and ink signature and date signed. The authorizing official (normally the staff director or commander) is established by organization policy, and he/she signs in this block. **The signature of the approving official is essential.**

b. Part B:

(1) Part B, Block 1 - Enter the name of the employee in the order specified on the form (Last, First, Middle). Enter the name as it appears on the employee's records.

(2) Part B, Block 2 - Enter the employee's social security number.

(3) Part B, Block 3 - Enter employee's date of birth in month-day-year order in six numerals, e.g., 12-18-38.

(4) Part B, Block 4 thru 6F - Leave blank - TO BE COMPLETED BY CPO.

(5) Part B, Block 7 - Enter existing official position title and job description number **only**.

Example: Accounting Technician
Job No. 15284

(6) Part B, Block 8 - Enter pay plan (GM, GS, GW, WD, WG, WL, WN, WS) as shown on job description. Leave blank on competitive and establish actions.

(7) Part B, Block 9 - Enter existing occupation code as shown on job description specified in Block 7.

(8) Part B, Block 10 - Enter existing grade as shown on job description specified in Block 7.

(9) Part B, Blocks 11 thru 13 - Leave blank - TO BE COMPLETED BY CPO.

0) Part B, Block 14

Example:

TDA HSW3VYAA CCNUM: HS0389 Para 12M Ln 04
HQ HSC
DCS Clinical Services
Clinical Medicine Div
Ft Sam Houston, TX 78234-6000

TDA FCWOVDAA CCNUM: FC0289 Para 02 Ln 03
USAG Fort Sam Houston
Dir Resource Mgmt
F&A Div, Acctg Br
Accts Maint Sec
Ft Sam Houston, TX 78234-5000

TDA FCW3EXAA CCNUM: FC2089 Para 02 Ln 09
Fifth US Army
420th Engineer Brigade
493d Engineer Group
980th Engineer Battalion
Company A

(11) Part B, Block 15 - Enter existing official position title and job description number **only**. If no current job description exists, enter **proposed position title only**.

(12) Part B, Block 16 - Enter requested pay plan. If no current job description exists, leave blank.

(13) Part B, Block 17 - Enter requested occupational series. If no current job description exists, leave blank.

(14) Part B, Block 18 - Enter requested grade. If no current job description exists, leave blank.

(15) Part B, Block 19 thru 21 - Leave blank - TO BE COMPLETED BY CPO.

(16) Part B, Block 22 - Enter complete name and location of civilian position as reflected on current TDA to include TDA paragraph and line number, command, staff section, directorate, division, branch, section and unit as applicable and zip code. (See Part B, block 14 for examples.)

(17) Part B, Block 23 thru 31 - Leave blank - TO BE COMPLETED BY CPO.

(18) Part B, Block 32 - Enter appropriate work schedule code as provided.

F - Full-time.
P - Part-time, fixed schedule of 16-32 hours per week.
I - Intermittent, no schedule, employee called in as needed

(19) Part B, Block 33 thru 35 - Leave blank - TO BE COMPLETED BY CPO.

(20) Part B, Block 36 - Enter applicable AMS code and APC code.

Example: 657765.654DF AFW3

(21) Part B, Block 37 and 38 - Leave blank - TO BE COMPLETED BY CPO.

(22) Part B, Block 39 - Enter actual duty location of the position; for temporary details, show duty station of position to which employee has been detailed.

Example: Fort Sam Houston, Bexar, Texas

Waco, McClellan, Texas

(23) Part B, Block 40 - Enter position sensitivity from those listed below (IAW DOD 5200.2-R, chapter III):

3: Position designated critical-sensitive; potential for extremely grave damage to National Security; requires access to Top Secret information; ADP Category I.

2: Position designated non-critical sensitive; potential for damage or serious damage to National Security; requires access to Secret or Confidential information; ADP Category II.

1: Position designated nonsensitive; access to classified information not required; ADP Category III.

(24) PART B, BLOCK 41 - Enter cost center code when established under the Standard Army Civilian Payroll System Redesign (STARCIPS-R).

(25) PART B, BLOCK 42 - Enter job order code when established under the Standard Army Civilian Payroll System Redesign (STARCIPS-R).

(26) PART B, BLOCK 43 - Enter time and attendance location code when established under the Standard Army Civilian Payroll System Redesign (STARCIPS-R).

(27) Part B, Blocks 44 thru 51 - Leave blank - TO BE COMPLETED BY CPO.

c. Part C - Leave blank - WILL BE COMPLETED BY ORGANIZATIONS PROVIDING APPROVALS/CLEARANCES (BUDGET, MANPOWER, ETC.) AND CPO.

d. Part D - This part is to be used to enter any remarks by the requesting office. The number of remarks and the type of remarks to be contained will vary with the type of action being requested and the circumstances surrounding the request.

e. Part E - This part is used by the employee to resign or retire. The employee should complete this portion of the SF-52 according to the instructions on the form. Dates should be entered in month-day-year sequence. If the supervisor knows of any other reasons or circumstances surrounding the resignation/ retirement, they should be attached on a separate sheet.

f. Part F - Leave blank; this space is for use by the Civilian Personnel Office only. Use Part D for any remarks

APPENDIX A

STATEMENT OF UNDERSTANDING

I, _____, understand that when I accept an Active Duty Tour, I have restoration rights back to Department of the Army. If I desire to exercise my restoration rights at the end of my Active Duty Tour, I must apply to my servicing Civilian Personnel Office, in writing, within 90 days of release from service and notify the U.S. Army Reserve Command or organization where I formerly worked.

_____
SIGNATURE

_____
DATE

FOR THE COMMANDER:

OFFICIAL:

GEORGE A. FINLEY
Director of Information
Management

APPENDIX: A

DISTRIBUTION:
CP less Gp I, plus 290
50-AFZG-IM-LSBP

GEORGE A. FINLEY
Director of Information
Management